

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Stanley M. Moskowitz  
Director of Training and Education  
1026 C of C

EXTENSION

NO.

DATE

16 August 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. ADDA  
7D24 HQS

2.

3. DDA

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15.

Jim:

Per our conversation with Magee--  
Whatever you and Harry can do to  
help would be appreciated. I  
need advice about how to get  
us upgraded.

Regards,

15/

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OTE 85-5558

MEMORANDUM FOR: Director of Personnel

VIA: Deputy Director for Administration

FROM:

Director of Training and Education

SUBJECT: Request for Points for OTE Upgradings

1. The OTE average position grade is significantly lower than the overall average grade of DDA positions. As a career subgroup, the average grade of MT positions is the fifth lowest in the Agency. (OTE as a whole ranks seventh from the bottom in CIA!) This is not right given the importance of OTE's mission and the caliber of instructors required to instruct Agency personnel. There must be a correlation between the level of instructors and the levels of individuals taught.

2. OTE needs  additional points for upgrading its positions. A significant portion of these points would be used to upgrade the instructor levels in the Language Training Division. The LTD instructor positions have traditionally been lower graded than their similarly situated counterparts in OTE. Language instructors have the same types and levels of responsibilities as other OTE Instructors; therefore, the journeyman grade level of language instructors should be GS-12, not GS-10 as is currently the

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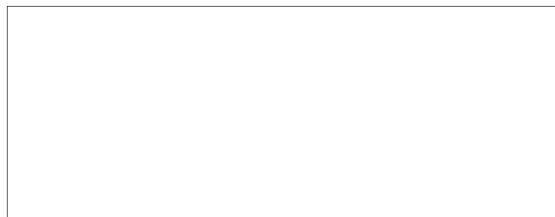
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SUBJECT: Request for Points for OTE Upgradings

This increase would bring the MT career subgroup average grade more in line with the overall M career service average grade without exceeding it. It would also allow OTE to maintain a more competitive edge in hiring. Although OTE has been able to recruit individuals with impressive credentials, an enhanced grade structure will ensure that OTE is able to continue to improve their caliber of instructor.

25X1



CONCUR:

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Deputy Director for Administration

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Date

APPROVED:

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Director of Personnel

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Date

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